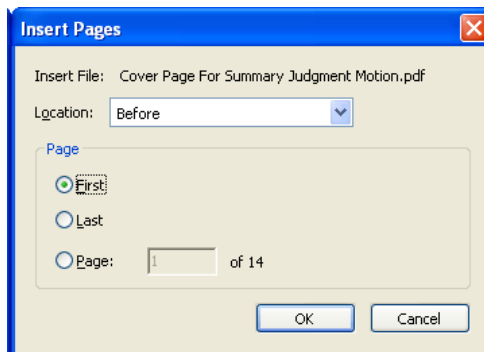


## How To Insert Cover Pages Into PDF Documents With Adobe Acrobat Professional

Adobe Acrobat Professional provides a convenient method for adding pages to an existing PDF Document. This can be useful for many purposes, including adding cover pages to exhibits & attachments. To create and insert cover pages into a PDF document, do the following:

1. Create the cover page(s) with your word processing application, and convert the cover pages to PDF format. Make sure that you take note of the resulting PDF file names and file locations.
2. In Adobe Acrobat Professional, open the PDF exhibit or attachment that you will be adding the cover page to. Perform the following menu steps: **DOCUMENT > PAGES > INSERT**.
3. A window labeled **Select File To Insert** will open. Browse to the PDF cover page that you created earlier and select it.
4. Choose the desired options from the **Insert Pages** dialog box that will appear next:



The *Location* field includes two possible options: After and Before. The *Page* area includes options for inserting the document before or after the current document's first page, last page, or a specific page number.

5. When inserting a cover page at the beginning of a PDF document, you will want to specify "Before" the "First" page in the **Insert Pages** box (As shown in the example above).
6. Click "OK" to finish. Make sure you save the resulting PDF document.